

## CENTER ROUTING SLIP

FROM Approved For Release 2004/02/12 : CIA-RDP78B05703A000400080018-5

JJH

8 Oct 1970

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Approved For Release 2004/02/12 : CIA-RDP78B05703A000400080018-5

NPIC/D-315-70

8 OCT 1970

MEMORANDUM FOR: Deputy Director for Support  
THROUGH : Assistant Deputy Director for Intelligence  
SUBJECT : Supergrade Position for Chief, Support Staff, NPIC

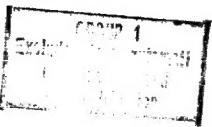
1. I understand that questions are continuing to be raised regarding the proper grade allocation for the position of Chief, Support Staff, NPIC, and that the matter remains unresolved. I have once again reviewed the case. The following paragraphs describe the background and the results of my review.

2. In a major reorganization of NPIC in 1968, the support function was made a part of one of the new Groups, the Technical Services and Support Group. It was agreed that the Deputy Director for Support would provide a supergrade officer to fill a dual role as Executive Officer of that Group and as the senior support officer for the Center. At the same time, a GS-15 position was established in that Group for the Chief, Support Services Division, with responsibility for direct supervision and management of various support activities. I am told that the placement of the support function in the Technical Services and Support Group was intended to be mutually beneficial in terms of augmenting the executive talent available in our technical area and immersing the support officers in the complex technical matters of the Center.

3. When I reported to NPIC in November 1969 I found that, in fact, the Executive Officer of the Technical Services and Support Group was able to spend little of his time on matters other than the NPIC support function. Both he and the Chief of the Support Services Division were fully occupied with a host of support problems, present and prospective.

4. I also found that the support function was inhibited because of its organizational location within a group which was responsible for other -- quite disparate -- concerns, the nature of which required the bulk of the Group Chief's attention. I found that the Executive Officer

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of TSSG and the Chief of the Support Services Division were, by that arrangement, placed in a position of making recommendations through the Chief of TSSG on support matters which affected TSSG and the Group's relations with the other two Groups in the Center.

5. I also found that, because of the above described situation, certain planning and program work of a support nature had been and was being assigned to the Planning, Programming and Budgeting Staff to coordinate, on the grounds that one of the three Group Chiefs -- TSSG -- should not be responsible for developing recommendations affecting the distribution of resources among the three Groups. I agreed with this view and continued it in certain instances -- a selected office space survey, changes in personnel staffing plans, and special project security clearances -- while I considered the role and position of the support function in the Center.

6. I concluded, following several months of observation and discussions with Center officers, that the support function should be separated out from TSSU, and that it would operate most effectively as a separate staff under a staff chief who reported to and received his instructions and guidance from the Executive Director. I then discussed this conclusion with senior officers in the Offices of the DDI and DDS. They concurred.

7. At that point, I then considered what position grades would be appropriate and effective for the positions of the Chief and the Deputy Chief of the new Support Staff. I also discussed this aspect with senior DDI and DDS officers.

8. The following summarizes the factors which I then considered and have again reviewed:

a. The administrative and planning functions of the Center are under the direction of the Executive Director. Major planning and management decisions are made by him, subject to the final approval of the Director, NPIC, and the DDI. The Planning, Programming and Budgeting Staff and the Support Staff are responsible to the Executive Director for developing facts and recommendations pertinent to the decisions he must make, and for executing or monitoring and coordinating the execution of those decisions. For example, in personnel management and planning the major decisions concerning staffing, grade distribution and ceiling authorizations are centralized at the position of the Executive Director.

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b. The Chief of the Support Staff is responsible to the Executive Director for planning and management of personnel policies, building services, installation of equipment, supplies, security, safety, training, finance and communications. The Chief of the Planning, Programming and Budgeting Staff is responsible to the Executive Director for planning and monitoring the Center's requirements for and use of resources -- money, manpower and equipment. The two staffs work together on those problems, projects and programs which extend into both staffs' areas of interest. There are many actions, problems, projects, programs and other efforts which are handled by only one of the two staffs. Neither staff is subordinate to the other.

c. The Chief, Support Staff is responsible for supporting a joint CIA-DIA organization [ ] persons, plus three associated departmental organizations of some [ ] persons -- all engaged in exploiting unique and especially valuable intelligence requiring complex equipment and special working conditions.

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d. The Chief, Support Staff is responsible for planning and management of the building, which by its nature, contents and location does present special support problems. He is expected to refer building-related matters and recommendations requiring new policy decisions to the Executive Director.

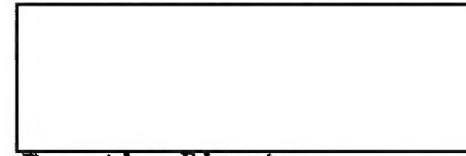
e. Combination of the two functions -- support and planning -- into a single staff would offer a saving of one supergrade position. For the present and foreseeable future, however, it would not be possible for a single GS-16 and his GS-15 deputy to cope with the total quantity and quality of the differing problems which face the two staff chiefs and their deputies. I am told that a single chief was responsible for all of the support and planning functions before the 1968 reorganization, and that experience led to separating the functions.

f. The Chief, Support Staff needs to be a GS-16 to deal effectively with senior officers in other components of the Center as well as the Agency and the General Services Administration. Within the Center, the Chief of the Support Staff should be comparable in position to the Chief of the Planning, Programming and Budgeting Staff, as well as to the three Group Chiefs.

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9. My review of these factors has both confirmed and strengthened my earlier conclusion that the position of the Chief, Support Staff, merits a GS-16 grade and a DDS officer of that rank. It also has led me to a conclusion that to deal effectively with present and upcoming problems and opportunities we shall need all the planning and management assistance we can get from both our Support Staff and the Planning, Programming and Budgeting Staff, and their respective chiefs.



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Executive Director  
National Photographic Interpretation Center

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